



## Nevada City Parks and Recreation Job Description PROGRAM LEADER

Under supervision, performs duties as leader to children during summer day camp programs or summer youth programs, provides, quality customer service, responsible for keeping a clean work area and other duties as assigned.

Typical job duties are:

- Conduct oneself in a professional manner
- Ensure safety of participants while keeping them engaged in the planned activities.
- Accurate attendance record keeping
- Assist Program Director or Assistant Program Director as required.
- Assist the public with questions and inquiries
- Interact with parents in a professional, courteous manner
- Inform Program Director when supplies are running low and of any safety concerns.
- Assist with cleaning and maintenance of all program facilities.
- Willing and able to engage in all program activities, including but not limited to: sports, crafts, performing arts, computer and science projects, etc.

Knowledge and abilities:

- Knowledge of the philosophy, objectives and requirements to provide a safe program environment
- Must be versed in all the program and operational information related to the program.
- Ability to function effectively under direct supervision and develop working relationships with fellow City Employees and the public
- Must be able to communicate verbally and in writing
- Ability to receive direction and follow written and oral instructions
- Ability to handle multiple tasks
- Other skills: reliability, dependability, creativity, enthusiastic

Requirements:

- Must be at least 18 years of age
- Must be able to lift at least 40 lbs.
- Must possess current certifications in Community First Aid and CPR/AED.

Compensation

Pay rate is \$8.25 – \$10.50 per hour depending upon experience, background and qualifications.

For more information contact Nevada City Parks and Recreation 530-265-2496 x129.  
Applications are available at [www.nevadacityca.gov](http://www.nevadacityca.gov)